Creating and Using FDF Documents

SS2301

Session Leader

Leader Title
Leader Organization

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Agenda

- What is FDF?
- How they are used in Campus
- Software needed
- Creation steps
  - In Acrobat
  - In Campus
- Using an FDF in Campus

What is FDF?

- File format used for Acrobat forms
- Form data is requested from server and incorporated into a form for printing
- Form data is collected on form and submitted to server

How FDF's Are Used in Campus

- Districts may create their own forms
  - Pull information from Campus onto forms
  - Save data to custom fields
  - Can be used in
    - Special Education
    - Health
    - PLP
    - Counseling

Software Needed

- Word processing/desktop publishing software to create the underlying document.
  - *Microsoft Word, OpenOffice, etc.*
- Adobe Acrobat Professional
  - Adobe Reader not acceptable for creating FDF's
  - Adobe Reader acceptable for data entry

Creation Steps

- Create Source Document in Word (or other word processor)
- Create PDF from source document using Acrobat Professional
- Insert fields into PDF
  - Campus supports several pre-built field names and will pre-fill some fields for you

FDF Attributes

- Forms can contain:
  - Buttons
  - Check boxes
  - Combo box
  - List box
  - Radio buttons
  - Text
  - Digital signature
- Customize look and feel of elements via property windows
- Double click element to customize

Acrobat Work Area

Forms Toolbar:

Create and edit form fields

Toolbar must be loaded initially from Advanced menu bar

Creating Form Fields in Acrobat

1. Select text box tool
2. Click and drag to create field
3. Double-click field to display properties dialog

4. Enter field name *exactly*
   - Data from Campus pre-defined fields will be pulled onto form
   - Data from Campus custom fields will be added to Campus

Creating Form Fields in Acrobat

Use Appearance tab to define font, size, and border
User Options tab to make field multi-line

Adding SAVE button in Acrobat

- SAVE button:
  - When clicked
    - Sends data to Campus database
  - Appears in “FDF_Template”
    - FDF document
    - Provided by Infinite Campus

Adding SAVE button in Acrobat

1. Open "FDF_Template"
2. Click Edit Layout

Adding SAVE button in Acrobat

3 Right-click SAVE button

4 Click Copy

Adding SAVE button in Acrobat

5 Open target PDF

6 Click Edit menu

7 Click Paste

Adding an FDF to Campus

- System administration areas
  - Counseling
    - System Administration > Counseling > Form Documents
  - Health
    - System Administration > Health > Form Documents
  - PLP
    - System Administration > PLP > Form Documents
  - Special Ed
    - System Administration > Special Ed > Form Documents

Adding an FDF to Campus

- Example: Special Ed

1 Click

Adding an FDF to Campus

- Example: Special Ed

2 Click

3 Enter name

5 Click

Optional

If checked, FDF will appear as blank in the Blank Documents area.

4 Browse to previously created PDF

Using an FDF

- Example: Counseling

Select FDF from droplist

Using an FDF

- Example: Counseling

FDF appears in browser window

Reference: Available Campus Fields (Student)

- Must be entered ***exactly*** as displayed
  - studentID
  - stateID
  - studentName (Note: displays Last, First Middle)
  - studentFirstLastName (Note: displays First
  - MiddleLast)
  - studentLastName
  - studentFirstName
  - studentMiddleName
  - studentDOB
  - grade
  - studentGender
  - studentAge
  - studentHomePhone
  - studentAddress1
  - studentAddress2
  - guardian1Name (Note: displays Last, First Middle)
  - guardian1FirstLastName (Note: displays First
  - MiddleLast)
  - guardian1LastName
  - guardian1FirstName
  - guardian1MiddleName
  - guardian1WorkPhone
  - guardian1Relationship
  - guardian1HomePhone
  - guardian1Address
  - guardian1Address2
  - guardian2Name (Note: displays Last, First Middle)

Reference: Available Campus Fields (Guardian)

- Must be entered ***exactly*** as displayed
  - guardian2FirstLastName (Note: displays First
  - MiddleLast)
  - guardian2LastName
  - guardian2FirstName
  - guardian2MiddleName
  - guardian2WorkPhone
  - guardian2Relationship
  - guardian2HomePhone
  - guardian2Address
  - guardian2Address2
  - districtInfo
  - districtName
  - districtAddress1
  - districtAddress2
  - districtPhone
  - schoolName
  - schoolAddress1
  - schoolAddress2
  - schoolPhone
  - currentDatedate
  - user
  - username
  - tmName1 (through tmName12)
  - tmTitle1 (through tmTitle12)
  - caseManager
  - caseManagerTitle
  - caseManagerPhone

Reference: Available Campus Fields (School/District)

- Must be entered ***exactly*** as displayed
  - districtInfo
  - districtNarne
  - districtAddress1
  - districtAddress2
  - districtPhone
  - schoolName
  - schoolAddress1
  - schoolAddress2
  - schoolPhone
  - currentDate
  - date
  - user
  - username
  - tmName1 (through tinName12)
  - tmTitle1 (through timTitle12)\
  - caseManager
  - caseManagerTitle
  - caseManagerPhone

Questions & Answers

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College	Model	Number	Title
Graduate	Webinar	TE 3116	Technical: FDF Creating Custom Forms